

## **Section III**

### **General Requirements for All Providers**

Section III provides guidelines and requirements for AB 75 training providers. Requirements for AB 75 include the State Board of Education's review and approval of the training provider plan and curriculum. Providers must submit a copy of their basic training curriculum for modules for which they seek approval to deliver. The provider application form is provided in Attachment E. The following chart identifies both the guidelines and requirements (left-hand column) and the specific documentation required (right-hand column).

### Section III – Guidelines and Requirements for Providers

If the provider(s) develops and proposes a well-designed Principal Training Program that successfully meets or exceeds the overall criteria, as well as the criteria for each Module for which approval is sought, they will be approved as an AB 75 training provider. The ultimate goal is to develop principals who can establish sound and clear instructional goals; who can collaboratively develop data-driven decisions, and be knowledgeable about academic content and effective instructional strategies; and who have the skills to lead a school through powerful academic instructional program change.

Proposal Components	AB 75 Provider Guidelines & Requirements Provider must...	AB 75 Required Assurances and Documentation Provider must submit for approval...
A. Program Description	<ul style="list-style-type: none"> <li>• Demonstrate that the program will provide intensive and ongoing, professional development in the AB 75 Content Areas, both as part of the Institute and Follow-Up Practicum services.</li> <li>• Assure collaboration with LEAs to ensure that the training will be congruent and consistent with current teacher professional development efforts in districts and schools.</li> <li>• Assure that proposed training is congruent and consistent with AB 466 professional development efforts in the district and other improvement efforts for low-performing and hard-to-staff schools.</li> </ul>	<ul style="list-style-type: none"> <li>• Assurance of support of the AB 75 Content Area goals and provide intensive and ongoing professional development.</li> <li>• Assurance of willingness to collaborate with LEAs to deliver appropriate professional development programs for meeting district priorities.</li> <li>• Assurance that Module 1 is congruent and consistent with AB 466 professional development efforts with teachers and instructional aides or paraprofessionals.</li> </ul>
B. Curriculum	<ul style="list-style-type: none"> <li>• Provide an instructor's training curriculum (manual) that addresses a preponderance of the criteria and guidelines in each relevant Module and includes an approximate agenda, a majority of the overheads used by the provider/instructor, and citations for a majority of materials to be included.</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of training curriculum (manual) that addresses a preponderance of the criteria and guidelines in each relevant Module and includes a timed agenda, all of the overheads used by the provider/instructor, and citations for all materials to be included.</li> </ul>
C. Qualifications and Expertise	<ul style="list-style-type: none"> <li>• Provide evidence of experience and qualifications to deliver training to principals and vice principals.</li> <li>• Provide evidence of knowledge and expertise in the relevant content areas.</li> <li>• Provide assurance of capacity that provider can deliver trainings for at least three years, from 2002 to 2005.</li> <li>• Provide description of trainers and qualifications, including possible trainers and/or mentors to provide Follow-Up Practicum and ongoing support for AB 75 content area(s).</li> <li>• Provide description of instructor certification and quality control processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant training experience, including list of previous clients, type of training programs provided, and brief narrative describing knowledge and expertise in the relevant content areas.</li> <li>• Assurance of capacity to provide 3 years of training services.</li> <li>• Documentation of lead instructor(s) (including all subcontracted lead instructors) to deliver Institute training, including resumes.</li> <li>• Documentation of instructor certification process, including: 1) qualifications required of instructors; 2) description and number of days of training provided to instructors; and 3) ongoing quality control quality process to maintain effectiveness of instructors.</li> <li>• Description of professional development personnel to deliver Follow-Up Practicum training.</li> </ul>

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D. Training Methods & Delivery	<ul style="list-style-type: none"> <li>Assure collaboration with LEAs to ensure that principals receive training that is appropriate to adopted instructional program and general levels of skill and experience.</li> <li>Assure that total class size typically will not exceed 35 participants, with 1 Instructor for up to 24 participants and 2 Instructors for 25-35 participants to alternate over the course of the training.</li> <li>Estimate of the number of authorized trainers to be available in 2001-02, 2002-03, &amp; 2003-04.</li> <li>Assure that program has capacity to serve total number of participants).</li> <li>Describe any distance learning technology used for the delivery of the Institute or Follow Up Practicum, (only necessary if proposed by provider under special circumstances).</li> <li>Ensure that any technology on which participants will be trained (e.g. software applications) is practical, available at the participant schools, likely to be utilized by participants, and related to the AB 75 Content Area goals.</li> </ul>	<ul style="list-style-type: none"> <li>Assurance to collaborate with the LEA in the planning and delivery of the Institute trainings and Follow-Up Practicum.</li> <li>Assurance on trainer to participant ratios.</li> <li>Estimation of number of authorized trainers to deliver institute training over the next three years.</li> <li>Description of any distance learning technology used for the delivery of the Institute or Follow Up Practicum, (only necessary if proposed by provider under special circumstances).</li> <li>Assurance that technology on which participants will be trained (e.g. software applications) is practical, available at the participant schools, likely to be utilized by participants, and related to the AB 75 Content Area goals.</li> </ul>
E. Evaluation & Reporting	<ul style="list-style-type: none"> <li>Agree to collect and report attendance data on all participants, including: Name, School, Title; Address; Attendance; and Make-Up Attendance.</li> <li>Agree to administer Institute survey, rating instructors and content on final day of Institute.</li> <li>Agree to support CDE requirements to collect, track, and report on information needed for interim and final reports for submission to the legislature (Cit: 44516 (a) (b)).</li> <li>Agree to administer state-designated technology pre- and post-assessments, to satisfy Gates Foundation Grant requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Agreement to collect and report attendance data on all participants (including retention of records).</li> <li>Agreement to survey participants on quality of instructors and content.</li> <li>Statement of intent to collaborate with LEA to provide information required by CDE.</li> <li>Agreement to administer state-designated technology pre- and post-assessment, to satisfy Gates Foundation Grant requirements.</li> </ul>
F. Assurance of Proprietary Rights	<ul style="list-style-type: none"> <li>Acknowledge that proprietary rights of provider's training curriculum will be protected.</li> </ul>	<ul style="list-style-type: none"> <li>Acknowledgement and acceptance of their proprietary rights to their provider training curriculum.</li> </ul>